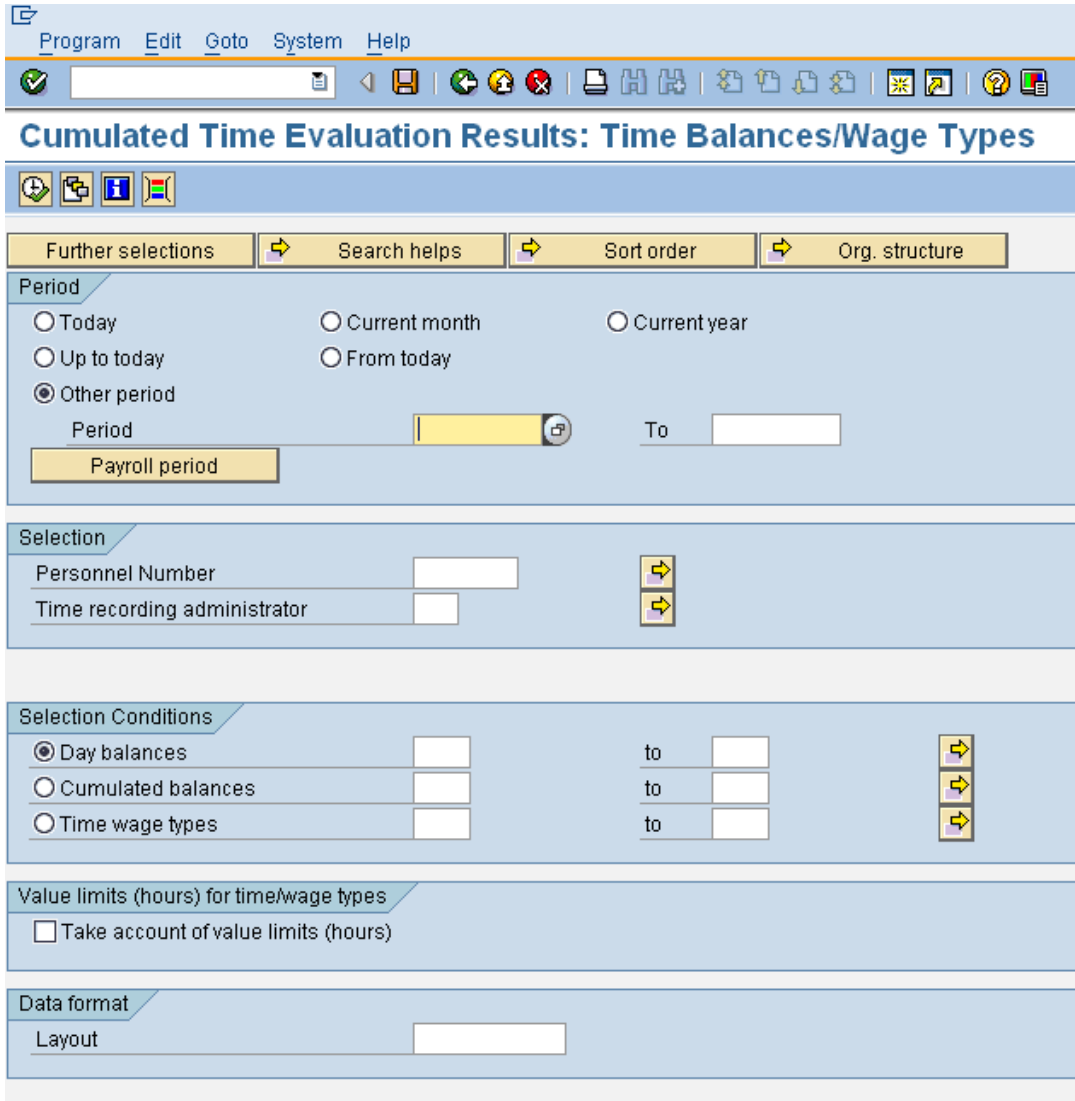# IDENTIFYING EMPLOYEES WITH NEGATIVE BALANCES
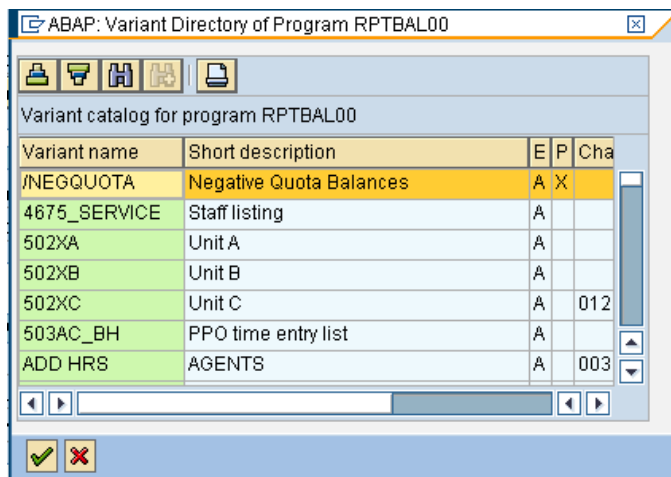
1. Run PT_BAL00 (Time Administrators and Leave Administrators should be able to run this report).

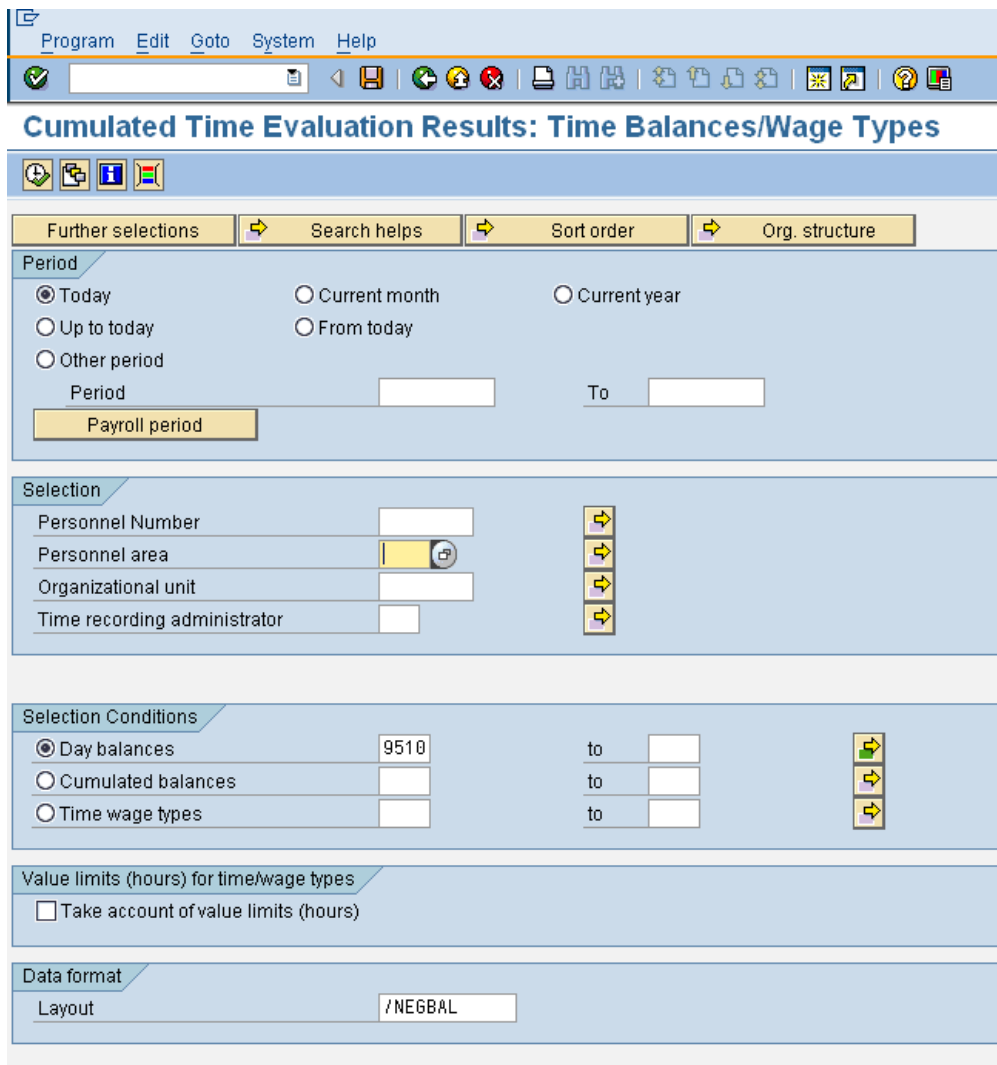2. Click on the variants icon ⬚ or click on the menu path: Goto > Variants > Get …

3. Select variant "/NEGQUOTA" and click on the green check.

DEACON
North Carolina
Office of the State Controller
INTEGRITY CONSISTENCY

ABAP: Variant Directory of Program RPTBAL00

Variant catalog for program RPTBAL00

Variant name	Short description	E	P	Cha
/NEGQUOTA	Negative Quota Balances	A	X	
4675_SERVICE	Staff listing	A		
502XA	Unit A	A		
502XB	Unit B	A		
502XC	Unit C	A		012
503AC_BH	PPO time entry list	A		
ADD HRS	AGENTS	A		003

4. Enter a Personnel Number, Personnel Area, or Org Unit.

Program Edit Goto System Help

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections | Search helps | Sort order | Org. structure

Period
◉ Today   ○ Current month   ○ Current year
○ Up to today   ○ From today
○ Other period
   Period   To
   Payroll period

Selection
   Personnel Number
   Personnel area
   Organizational unit
   Time recording administrator

Selection Conditions
◉ Day balances   9510   to
○ Cumulated balances   to
○ Time wage types   to

Value limits (hours) for time/wage types
   ☐ Take account of value limits (hours)

Data format
   Layout   /NEGBAL

5. Click Execute.

View results. Only quotas with negative balances are displayed. A filter is in place to hide other balances. This filter can be deleted to show all balances. Displayed results can be exported.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Day balances

Data select. period 08/26/2008 - 08/26/2008

| Pers.No.	Employee/app.name	Period	Current Date	TmType	Time type descript.	Σ Number
433264	John Warren Courtney	200808	08/26/2008	9522	Current Hol Comp Bal	1.00-
617379	Priscilla Ann Weber	200808	08/26/2008	9522	Current Hol Comp Bal	8.00-
720710	Carmella Graham Fair	200808	08/26/2008	9520	Current OT Comp Bal	1.50-
909628	Agnes Whichard Moore	200808	08/26/2008	9520	Current OT Comp Bal	78.00-
989677	Mary Holland Russell	200808	08/26/2008	9520	Current OT Comp Bal	3.50-
994508	Katherine S Arndt	200808	08/26/2008	9520	Current OT Comp Bal	3.50-
1053068	Vinetta Marie Bell	200808	08/26/2008	9520	Current OT Comp Bal	16.00-
1215228	Linda W Medlin	200808	08/26/2008	9522	Current Hol Comp Bal	8.00-
1223828	Cynthia S Bagwell	200808	08/26/2008	9520	Current OT Comp Bal	8.00-
1299484	Anne B Crockett	200808	08/26/2008	9520	Current OT Comp Bal	16.00-
1374507	Lawrence Dunbar Pollard	200808	08/26/2008	9520	Current OT Comp Bal	4.00-
1480004	Mark Andrew Hausner	200808	08/26/2008	9520	Current OT Comp Bal	2.00-
					Σ	149.50-

NOTES:

- The "/NEGQUOTA" variant pulls values for "Today". The "Period" selection can be changed to "Other" dates or a range of dates. The time types being pulled are created for each day there is a balance, so there may be multiple values listed if this report is run for a range of dates.

- This variant displays the "day balance" time types that hold quota balances. These come from Time Evaluation results, not from the Quota Overview.

- Separated employees will only show balances through their last day as an active employee. There have been some issues with the time type values for some separated employees, so it is best to verify these by looking at the current balance in PT50 – Quota Overview.